

**IDAHO BOARD OF EXAMINERS OF RESIDENTIAL CARE FACILITY
ADMINISTRATORS
Division of Occupational and Professional Licenses
P.O. Box 83720
Boise, ID 83720-0063**

Board Meeting Minutes of 4/20/2021

BOARD MEMBERS PRESENT: Kristen E Hyde
Natalie M Nathan
Ann F Wheeler
Linda L Simon

BOARD MEMBERS ABSENT: Heidi Brough Nye

DIVISION STAFF: Russell Barron, Division Administrator
Dawn Hall, Section Chief
Julie Eavenson, Licensing Group Manager
Lori Peel, Investigative Unit Manager
Nicholas Krema, General Counsel
Greg Floyd, Financial Unit Manager
Landon Brown, Board Prosecutor
Cesley Metcalfe, Team Lead
Allegra Earl, Board Specialist
Candace Villarreal, Board Specialist
Danielle Martin, Technical Records Specialist
Jasmine Burgos, Custom Service Representative

The meeting was called to order at 12:04 PM MDT by Linda Simon.

INTRODUCTIONS

Ms. Eavenson talked about the team concept and introduced the team that was assigned to assist the Board. She said that Ms. Earl would send out a list with the contact information for those on the team.

[COMPLAINT MEMORANDUM](#)

Ms. Peel gave the investigative report, which is linked above.

EXECUTIVE SESSION

Ms. Nathan made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code § 74-106(9). The purpose of the executive session was to discuss documents relating to the fitness of a licensee to retain a

license or registration. It was seconded by Ms. Hyde. The vote was: Ms. Hyde, aye; Ms. Nathan, aye; Ms. Wheeler, aye; and Ms. Simon, aye. Motion carried.

Ms., Nathan made a motion to come out of executive session. It was seconded by Ms. Hyde. Motion carried.

FOR BOARD DETERMINATION

Ms. Nathan made a motion to approve the Division's recommendation and authorize closure with a warning letter in case number RCA-2020-10. It was seconded by Ms. Hyde. Motion carried.

DISCIPLINE

Mr. Brown presented a Stipulation and Consent Order in case number RCA-2020-8. Ms. Nathan made a motion to approve the Consent Order and allow the Board chair to sign on behalf of the Board. It was seconded by Ms. Hyde. Motion carried.

Ms. Peel presented a Settlement Order in case number RCA-2021-2. Ms. Nathan made a motion to approve the Settlement Order and allow the Board chair to sign on behalf of the Board. It was seconded by Ms. Hyde. Motion carried.

LAWS AND RULES

Ms. Hall presented a legislative update.

DIVISION UPDATES

Ms. Hall discussed the move of the Division and the temporary housing in building number six at the HP Chinden Campus. She said that the Division will move to building number four early next year. Ms. Hall said that in-person meetings will probably not occur until after the move, and that meetings will continue to be held over WebEx.

FINANCIAL REPORT

Mr. Floyd gave the financial report, which indicated that the Board had a cash balance of (\$86,629.78) as of 03/31/2021.

BOARD BUSINESS

COGNIZANT MEMBER DISCUSSION

The Board discussed having a cognizant member work with the Investigative Unit on complaints and investigations. The Board and Division staff talked about the benefits

to the Board's budget. The Board member will have to recuse themselves on any discipline they review in their duties as the cognizant member.

Ms. Nathan made a motion to have Ms. Simon serve as the cognizant member. It was seconded by Ms. Wheeler. Motion carried.

EXECUTIVE SESSION

Ms. Nathan made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code § 74-106(9). The purpose of the executive session was to consider documents relating to the fitness of an applicant to be granted a license or registration. It was seconded by Ms. Hyde. The vote was: Ms. Hyde, aye; Ms. Nathan, aye; Ms. Wheeler, aye; and Ms. Simon, aye. Motion carried.

Ms. Wheeler made a motion to come out of executive session. It was seconded by Ms. Hyde. Motion carried.

APPLICATIONS

Ms. Nathan made a motion to approve the following pending receipt of additional information and review by a Board member:

901180934

It was seconded by Ms. Hyde. Motion carried.

ADJOURNMENT

Ms. Wheeler made a motion to adjourn the meeting at 1:45 PM MDT. It was seconded by Ms. Nathan. Motion carried.

Heidi Brough Nye, Chair